IFSP

FY 2018 Funding Application

Frequently Asked Questions

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This document covers some frequently asked questions for the Individual and Family Support Program (IFSP). Staff will update the document with additional information, so please look out for updates.

Directions: Click on any of the links in the following list to go directly to the topic that you want to know more about.

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Allowable Costs

Q. What can I purchase with these funds?

A. You can find a complete list of allowed expenses in the FY 2018 IFSP Program Guidelines. Look for the section titled *Covered and non-covered services and supports*.

Q. What can I not purchase?

A. For information on expenses that are not allowed, please see the FY 2018 IFSP Program Guidelines. Look for the section titled *Covered and non-covered services and supports*.

Q. Can I be reimbursed for things paid for before my award notification was received?

A. The IFSP Funding Program does not pay for items purchased before funds are awarded. For additional details, see FY 2018 IFSP Program Guidelines in the section titled *Application for funding*.

Q. Do you make exceptions for emergencies to pay for non-covered items?

A. No, the IFSP program does not cover emergency expenses.

Q. Can I buy groceries or clothing with these funds?

A. IFSP funds can be used to purchase medical supplements and foods prescribed as part of a treatment plan. Also, funds can be used to cover the cost of meals related to recreational activities and events. Specialty clothing that addresses a medical need, like weighted vest and incontinence related clothing, are allowable expenses.

Application Submission

Q. When will I hear that my application has been accepted?

A. Yes, you will receive a confirmation message once you have submitted your application. No later than August 31st to October 2nd you will only be able to review the application and save a draft. You will not be able to submit your application before 9am on October 3, 2017.

Q. Where is the paper application?

A. Paper applications are not available for the FY 2018 IFSP Funding. All applications must be submitted using the on-line application. If you need assistance with completing the web application, please review the application training materials that will accompany the application. For additional assistance, please contact IFSP staff. Staff contact information is available on-line at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Q. When will the application be available?

A. The application will be available no later than August 31, 2017. The following are FY 2018 IFSP Application deadlines.

o IFSP Application Announcement	August 17th
o First day to access the application and save a draft	No later than August 31st
o Dates to complete a draft of the FY 2018 IFSP Application (You will not be able to submit until after 9am on October 3rd.)	No later than August 31st - October 2nd
o First day when you can submit an application	October 3rd
o Last day to submit an application	November 17th

Q. I do not have a computer. How can I apply?

A. All applications must be submitted on-line. In addition to using a computer, you can complete the application using a smartphone or a tablet. If you do not have access to any of these devices, please consider using a computer at a local public library.
To find a library where you live, please visithttp://www.lva.virginia.gov/public/libraries.asp .

Also, consider contacting your case manager at the CSB where you applied for the DD Waitlist. Your case manager can provide assistance with completing the application. To find your CSB, please visit the on-line

listing at http://www.dbhds.virginia.gov/library/community%20contracting/csb-address-list%202017-apr-updated.pdf .

If you need assistance with completing the web application, please review the application training materials that accompany the application. For additional assistance, please contact IFSP staff. Staff contact information is available on-line at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Q. I do not have an email address. Do I need one to submit an application?
A. You will need an email address to apply for IFSP Funding. All communications will be sent by email including the funding decision on your application. If you need to sign up for a free email address, see the following link for a video on how to sign up for a free email account. https://www.youtube.com/watch?v=d-qrP03Z1Dg.

Q. Can I fax or email my application?
A. No, all applications must be submitted using the on-line application. Please visit the IFSP website at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services for links to the application and instructions.

Q. When will the application close?
A. The IFSP application will close no later than November 17, 2017. Please see the application timeline for additional details.

Q. How will you let people know about the application?
A. All communications will be sent via email.

Q. Who should I call for help with the application?
A. If you need assistance with completing the web application, please review the application training materials that accompany the application. For additional assistance, please contact IFSP staff. Staff contact information is available on-line at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Also, consider contacting your case manager at the CSB where you applied for the DD waitlist. To find your CSB, please visit the on-line listing at http://www.dbhds.virginia.gov/library/community%20contracting/csb-address-list%202017-apr-updated.pdf.

General Information

Q. How do I get to the IFSP website?
A. To access the IFSP website, please go to http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Q. I need the IFSP application translated into another language.
A. The IFSP Application site has the ability to translate information into another language. Please look for the Google Translate button at the bottom of the IFSP Application Page.

Q. What should I do if I need to update my contact information?

A. Please email or call the IFSP staff using the contact information included on the IFSP website at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Q. Is there someone in my community who can help me?

A. Your case manager at the CSB where you applied for the DD waitlist can assist you with completing the application. To find your CSB, please visit the on-line listing at http://www.dbhds.virginia.gov/library/community%20contracting/csb-address-list%202017-apr-updated.pdf.

Q. How much money do you give away?

A. Information on the IFSP Funding Program Activity is available in the IFSP Annual Report at http://www.dbhds.virginia.gov/library/ifsp%20annual%20report%20fy%202016.pdf.

Q. Where does the money come from?

A. Information on the IFSP Funding Program Activity is available in the IFSP Annual Report at http://www.dbhds.virginia.gov/library/ifsp%20annual%20report%20fy%202016.pdf.

Q. Where can I find out more about IFSP? What is IFSP?

A. For general information on the IFSP please go to http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Q. Who can I talk to about the application/submitting my receipts/ general questions?

A. Please email or phone the IFSP staff using the contact information included on the IFSP website at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services.

Receipts

Q. The vendor that I use does not provide receipts. What should I do?

A. All expenses must be confirmed. If your vendor does not provide receipts, you may provide a written statement from the vendor that includes the date, amount, provider name, description of the item purchased, and the provider signature.

Q. How will I know that you have received and processed my receipts?

A. All past recipients will receive email confirmation from the IFSP Funding Program no later than September 14, 2017. Please do not contact the staff for information on receipts before September 14th since they are still processing receipts.

Awards

Q. How long after I am approved will I receive my funds?

A. You receive information about anticipated fund release date with your application approval notification.

Q. How will I get my funds?

A. Additional information about the method of payment will be included in the funding approval notification.

Q. Do I need to spend all the funds I have been awarded?

A. Yes, all awarded funds must be spent. Any unspent funds must be returned to the IFSP Program. If you have difficulty spending your award, please review the section titled *Covered and non-covered services and supports section* of the *FY 2018 IFSP Program Guidelines* for ideas on other items that can be purchased using IFSP funds. If you need additional assistance, please email or phone the IFSP staff using the contact information included on the IFSP website at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-service.

Q. If I have funds leftover, what should I do?

A. If you have difficulty spending your award, please review the section titled Covered and non-covered services and supports section of the FY 2018 IFSP Program Guidelines for ideas on other items that can be purchased using IFSP funds. If you need additional assistance, please email or phone the IFSP staff using the contact information included on the IFSP website at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-service.

Q. Do you pay the vendor?

A. No, IFSP does not make direct payments to vendors.

Q. How are decisions made about the funding?

A. For information on the determination process, please see the FY 2018 IFSP Program Guidelines section titled *Funding Decision Making Process*.

Q. I need to appeal your decision. How do I appeal?

A. If you have received written notification and need to appeal the application decision, please see *FY 2018 IFSP Program Guidelines* section titled *Request for Reconsideration*.

Q. How often do you award funds?

A. Typically, IFSP awards funds once per fiscal year.

Q. How long do I have to spend the money?

A. Information can be found in the *FY 2018 IFSP Program Guidelines* in the *Approvals* section.

Q. Is this money taxable?

A. No, these funds are not taxable. The IFSP has received documentation from the Internal Revenue Service (IRS) that these funds are non-taxable.

Waitlist and Eligibility

Q. How can I find out if I am on the waitlist?

A. You must be on the DD waitlist in order to receive IFSP funds. If you have questions about your waitlist status, please contact your local CSB to find out your DD waitlist status. To find your local CSB, visit http://www.dbhds.virginia.gov/library/community%20contracting/csb-address-list%202017-apr-updated.pdf .

Q. How do I get on the waitlist?

A. Your local CSB is your first stop for connecting with resources. To be added to the DD Waitlist, please contact your local CSB to be added. To find your local CSB, go to http://www.dbhds.virginia.gov/library/community%20contracting/csb-address-list%202017-apr-updated.pdf.

Q. Who is eligible for this money?

A. Only individuals who are living on their own or in a family home and are on the statewide waiting list for the DD Waiver, and family members who are assisting those individuals, are eligible for IFSP funds. For more information on eligibility go to the *FY 2018 IFSP Program Guidelines Program* section titled *Eligibility requirements*.

Q. How do I find out who my case manager is?

A. Your local CSB is your first stop for information. To find your local CSB, please visit http://www.dbhds.virginia.gov/library/community%20contracting/csb-address-list%202017-apr-updated.pdf.

If you need answers to IFSP related questions, please contact the IFSP staff using the contact information available on the IFSP website at http://www.dbhds.virginia.gov/individuals-and-families/developmental-disabilities/community-support-services .